



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL
Vill.:Hatuara, P.O.:Vivekananda Nagar, P.S.:Purulia Muffasil,PIN: 723 147
dmgmch.edu.in; prinpuruliagmch@gmail.com

Memo No: DMGMCH/PRL/

Date: November , 2024

Notice Inviting Expression of Interest (EOI) for Canteen Services on Meal System for Boys Hostel and Girls Hostel Canteen at Deben Mahata Government Medical College, Hatuara Campus

Principal, Deben Mahata Government Medical College & Hospital, Purulia invites Bids through EOI in Two Bids System (Technical & Financial Bid) for "Canteen Services at Deben Mahata Govt Medical College, Purulia for Students in the Hatuara Campus of Deben Mahata Government Medical College and Hospital, Purulia".

General Instructions:

For Details and Downloading the EOI, interested Intending Bidders may please visit and download the EOI Documents free of Cost from the website www.wbhealth.gov.in (Organization - Health & Family Welfare Department) & www.dmgmch.edu (Organization- Deben Mahata Government Medical College & Hospital, Purulia) For any further assistance, please visit O/O the Principal, Deben Mahata Government Medical College & Hospital, Purulia.

1. Submission of Bids:

Both Technical Bid & Financial Bid are to be submitted concurrently duly signed by the company personnel only (having Authorization from the company). All papers must be submitted in English Language with page marking.

2. Time & Schedules for the EOI :
IMPORTANT DATES:

| Sl. No. | Particulars | Date & Time |
|---------|--|--|
| 1. | Date of publishing of EOI | 26/11/2024 |
| 2. | EOI Document download start date | 26/11/2024 |
| 3. | Pre-bid meeting to be held at office of EOI Inviting Authority | 29/11/2024 at 12:30 pm in the Office Chamber of the Principal |
| 4. | Bid submission start date | 02/12/2024 |
| 5. | Bid Submission end date | 12/12/2024 till 4:00 p.m. |
| 6. | Date of opening of EOI (Technical & Financial Proposal) In presence of the interested bidders / authorised representatives | 13/12/2024 at 12:30 pm in the Office Chamber of the Principal |
| 7. | Date of publishing of name of selected vendor | Will be intimated later on |

3. Eligibility for Quoting:

SUBMISSION OF EOIS:

The EOI is to be submitted in two bid system. Envelope -1 + Envelope -2 = Envelope -3 (Super scribed Memo no., date and subject of the EOI.) and submitted in the drop box kept in the Office of the Principal, Deben Mahata Government Medical College & Hospital, Purulia (Hatuara Campus) within 12/12/2024 till 4:00 p.m.

Technical Proposal:**a) 'BID A': Technical Documents (Envelope - 1)**

Statutory Cover, containing the following documents:

| | |
|----------|---|
| A | EMD: Rs.10,000/- (Ten Thousand) only as earnest Money for the whole EOI Or EMD Exemption NSIC Certificate / SSI (MSME) Acknowledgement must be submitted. Deposition of Earnest Money: By Pay Order / Draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C NO: 0742050011875, IFSC Code- PUNB0074220" |
| B | Checklist in the prescribed format (Annexure -1) |
| C | Application in the prescribed format (Annexure -2) |

OTHER - STATUTORY CONTAINING THE FOLLOWING DOCUMENTS:

(Enclose certified Photocopies)

Company Specific Technical Documents:

| SL.NO. | Category | CATEGORY Description |
|--------|-----------------|--|
| A | Certificates | PAN CARD of the Bidder / Authorized Signatory (Digital Signatory Holder) (PAN & Aadhaar should be linked) FSSAI LICENSE / Food Safety License from competent authority |
| B | COMPANY DETAILS | Trade License GST Registration certificate Professional Tax Registration Certificate Trade License in similar Trade |
| C | CREDENTIAL | The bidder should have at least 1 (one) year of experience in satisfactorily running or providing canteen services/catering services /food supply services in a Government/Government undertaking /Private /Public Organizations /Institutes of repute(Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute) |
| D | FINANCIAL INFO | Income Tax Returns submitted for the last 3 financial Years GST Returns of the last Quarter |

Financial Proposal:**b) 'BID B': Financial Cover: (Envelope -2)**

The folder as " Financial Bid" shall contain: Meal charges to be quoted below the ceiling rate (Annexure 3 - BOQ).

Selection Criteria:

Technical: As mentioned above.

Financial: The technically qualified vendor / agency who will bid the lowest amount of meal charges per meal below the ceiling price will be selected [as in Annexure - 3 (BOQ)].

TERMS AND CONDITIONS OF THE EOI:

1) Minimum Eligibility Criteria:

- a. Only those firms / agencies (having Trade License of such type of Business) & who have experience of serving satisfactorily in such type of job for at least one (1) year (The bidder should have at least 1 (one) year of experience of running or providing canteen services/catering services /food supply services in a Government/Government undertaking /Private /Public Organizations Government Educational Institution of repute/ Pvt. Educational Institution of repute).
- b. Vendor /Agency /Supplier (s) must have FSSAI LICENSE and/or Food Safety License from competent authority.

2) Bidder will be required to deposit Rs. 10,000 (Rs. Ten thousand only as EMD) (Earnest Money Deposit) as stated.

- a) The successful bidder / EOler (s) will have to deposit **security Money Rs. 100000/- (Rupees One Lakh only)** in the form of Pay Order / Bank Draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO - 0742050011875, IFSC Code- PUNB0074220".
The Earnest money will be forfeited if the EOler(s) fail to deposit the security Money Deposit within 7 (Seven days) of acceptance of the Offer Letter.
- b) The unsuccessful Bidder/EOler (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of security Money of successful EOler(s).on receipt of written request.
- c) The Earnest money will be forfeited if the bidder/EOler (s) withdraw(s) the EOI after opening of bids.
- d) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.

3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

4) The **selected bidder will have to pay** the user charges @ **Rs. 20,000 /- (Rupees Twenty Thousand only)** per month which may be revised at the discretion of the authority at defined frequencies for Boys Hostel & Girls Hostel Canteen.

5) The **selected bidder will have to pay a) electricity bill b) Rent** as decided by the competent Government Authority from time to time.

All the monthly payable charges (rent, user charges & electricity bill) will have to paid by the selected bidders within 10th day of every month by cheque / draft in favour of "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO. - 0742050011875, IFSC Code- PUNB0074220".

6) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.

7) The Maintenance and general cleaning of the canteen and its premises is the sole responsibility of the agency concerned, and the college authority will review and monitor the cleanliness on regular basis.

8) However, if the maintenance of cleanliness is found to be unsatisfactory, the cost for maintenance of canteen premises Rs. 10000/- (Ten Thousand only) only per month will be imposed for individual canteen to the agency. The sum is to be deposited to the "PURULIA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PUNJAB NATIONAL BANK, VIVEKANANDANAGAR, A/C. NO- 0742050011875, IFSC Code- PUNB0074220".

9) Validity of the EOI will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and in case of failure in this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the college authority, but not more than three years with the existing terms and conditions.

10) The EOI is valid only for the above mentioned Canteens viz. Boys Hostel and Girls Hostel canteen only under the control of Principal, Deben Mahata Government Medical College & Hospital, Purulia.

11) Earnest Money will be refunded to the unsuccessful bidders on receipt of written request.

- 12) Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.
- 13) All terms and conditions as mentioned above will have to be accepted by the Bidder/EOIer (s).
- 14) Timelines for submission of EOI along with other deadlines has as mentioned in the document.
- 15) EOI should be addressed to the **Principal**, Deben Mahata Government Medical College & Hospital, Purulia. Bidders may download EOI enquiry documents from the website www.wbhealth.gov.in & www.dmgmch.edu.in.
- 16) Any subsequent notice regarding this EOI shall be uploaded in the above two websites only.
- 17) Financial Bids are attached herewith (BOQ): Annexure - 3
- 18) The authority reserves the right to accept or reject any EOI in part or in full or even cancel the entire EOI process at any time prior to the award of contract without assigning any reasons thereof.

Other Terms & Conditions for FOOD SUPPLY

- 1) The utensils & other furniture should be in good condition.
- 2) The Food should be hygienic & fresh as per specifications.
- 3) Timely supply of cooked food should be ensured.
- 4) Quality should be maintained otherwise supplier will be rejected.
- 6) Rates which will be finalized at the time of agreement will be inclusive of all charges (Tax, servicing or packaging charges).
- 7) In case of refusal of supply and poor quality of food, mis-behaviour of supplier, etc. The contract will be terminated.
- 8) Any other packaged items which are not included in the food item list maybe provided as per market price.


Principal

Deben Mahata Government Medical College & Hospital
Purulia

Memo No: DMGMCH/PRL/ 1390/1(16)

Date: November 21, 2024

Copy forwarded for information & necessary action to:

1. The Sabhadhipati, Purulia Zilla Parishad, Purulia
2. The Director of Medical Education & ex-officio Secy, Department of H & F.W. Swasthya Bhawan, Kol-91
3. The District Magistrate, Purulia
4. The MSVP, DMGMCH, Purulia
5. The Nodal Officer H & FW Dept. & Deputy Secretary, Department of H&FW, Swasthya Bhawan, Kol-91
With request to communicate to I&CA Dept. GOWB, for publication in 3 daily newspapers (One English, One Hindi & One Bengali)
6. The CMOH, Purulia
7. The District Information & Cultural Officer, Purulia with request for publishing in district website
8. The Officer in charge - NIC, Purulia with request to upload in NIC web portal
9. The Additional Medical Superintendent, DMGMCH, Purulia
10. The Accounts Officer, DMGMCH, Purulia
11. The all concerned members of the Purchase & EOI Committee, DMGMCH, Purulia
12. The IT Cell, Dept. of Health & Family Welfare, Swasthya Bhaban, Kol- 91 with request to upload in the official website of the department (www.wbhealth.gov.in)
13. The DSM & IT Manager, Purulia District for uploading in district health website
14. DMGMCH, Purulia Website
15. Notice Board, DMGMCH, Purulia
16. Office Copy/ Guard File


Principal

Deben Mahata Government Medical College & Hospital
Purulia

Deben Mahata Govt. Medical College & Hospital
Hatuara, Purulia

Annexure-1

APPLICATION FORMAT

(To be furnished in the vendor's official pad with full address and contact no. etc. otherwise it will be treated as cancelled)

To
Principal
Deben Mahata Government Medical College & Hospital
Purulia

Sub: Expression Of Interest (EOI) For Canteen Services on Meal System For Boys Hostel And Girls Hostel Canteen At Deben Mahata Government Medical College, Hatuara Campus

Ref: EOI notice no.

Having examined the Pre-qualification & other documents published in the EOI, I/we hereby submit all the necessary information and relevant documents for evaluation

1. That the application is made by me/us on behalf of..... in the capacity.....duly authorized and submitted for the offer. The authorization letter from the Company is attached in Annexure 4 (to be provided by the participating bidder in their official letter head).
2. We accept the terms and conditions as laid down in the EOI mentioned above and declare that we shall abide by it throughout the contract / agreement period.
3. We are offering the rate (Meal charges) for the following CANTEEN SERVICES with manufacturing capacity and assured supply to the Principal, Deben Mahata Government Medical College & Hospital, Purulia.
4. In the event of being selected, will make the supply within the stipulated period the condition which is beyond our control.
5. We understand that:
(a) EOI Selection Committee can amend the scope value of the contact bid under this project.
(b) EOI Selection Committee reserves the right to reject any application without assigning any reason.

Date:

**Full Signature of the Bidder/ Vendor (Authorised person)
with Seal**

Contact:
Telephone:
Mobile:
Email:

Annexure - 2**CHECKLIST**

(All points are to be filled up and no places are to be kept vacant. For statutory clearances / registration not applicable to be mentioned as NOT APPLICABLE instead of keeping blank.)

| | | |
|-----|--|--|
| 1. | Name of the work | Notice Inviting Expression Of Interest (EOI) for Canteen Services for Boys Hostel and Girls Hostel Canteen at Deben Mahata Government Medical College, Hatuara Campus. |
| 2. | EOI Notice No. | |
| 3. | Name of the institution EOled for. | |
| 4. | DD No. for Earnest Money with Date. | |
| 5. | Are you exempted from EMD (Y / N) | |
| 6. | FSSAI and/or food license | Yes No |
| 7. | Name of the bidder in block letters | |
| 8. | Full address | |
| 9. | Legal entity of the bidder whether Firm / Society / Company / other entity | |
| 10. | Registration No Authority with whom registered | |
| 11. | License No..... | |
| 12. | Name & address of the banker of the bidders. | |
| 13. | a) PAN No / TAX No | |
| 14. | GST Registration No | |
| 15. | 1 (one) year of experience in satisfactorily running or serving canteen/catering/food supply experience in a Government/Government undertaking /Private /Public Organizations /Institutes of repute (Preferably in running canteens for Doctors, Staff and Students in Government Medical Colleges/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution of repute) | Yes No |
| 16. | Black Listed by any Government Authority / Govt undertaking at any time, if yes, provide details | Yes No |
| 17. | Has the firm or principal has any case pending in any court or any vigilance matter | Yes No |
| 18. | Any litigation against the Firm Or its proprietors or its principals? If yes, provide details | Yes No |
| 19. | Any other relevant information | |

I have gone through the eligibility criteria for participating in the EOI and certify that all the conditions have been fulfilled.

I have read the General & Special Terms & Condition, including the penal provision, as given in the EOI documents as per EOI notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

**Full Signature of the Bidder/ Vendor (Authorised person)
with Seal**

Annexure-3
BOQ Format
Ceiling Rate: Rs. 60/- per meal (for Lunch & Dinner)

| Meal Plan (Including Lunch & Dinner) | | |
|---|----------------------------------|-------------------------------|
| Non - Veg. Item (standard portion) | Veg. Item (standard portion) | Quoted Rate (Per Meal in INR) |
| Chicken (100gm) (2 pcs): 3 meals per week | Paneer (100gm): 3 meals per week | |
| Fish (75 gm): 5 meals per week | Rajma: 3 meals per week | |
| Egg (1 pc): 6meals per week | Chana: 3 meals per week | |
| | Special Sabji: 5 meals per week | |
| Common Items (Every Meal) | | |
| Rice/ Roti (night only) as required | | |
| Dal as required | | |
| Curry (sabji) as required | | |
| Fry (Bhaja) as required | | |

SPECIAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

1. Canteen services at Deben Mahata Government Medical College & Hospital, Purulia for Students (Boys & Girls Hostel residents) at College Campus in Hatuara is purely on contractual basis.
The bidder should have at least 1(one) year of experience in running canteen/catering/food supply experience of serving in a Government Medical College/ Pvt. Medical Colleges/ Government Educational Institution of repute/ Pvt. Educational Institution and repute. Suitable documentary evidence to be supported along with the Expression of Interest application.
2. The canteen service shall be on meal system at minimum 20 (twenty) meals per month per student.
3. Specification of the EOI :
 - a) The service should be divided into 3 (Three) categories:
 - i) Break Fast; ii) Lunch, (iii) Dinner food items for each category will include qualities of the materials with stated price and quantity to be served.
4. Canteen shall be meant for serving refreshments, snacks, tea, meals, etc. and such other items and at such prices, as may be settled between the contractor and the Medical College authority.
5. The services of the canteen will be at the disposal of the Doctors', Staff and Students in this Medical College and bona fide visitors.
6. The canteen will run on all days including Sundays & Holidays and shall remain open during such hours as may be decided by the authority.
7. The contractor selected for canteen service will be required to maintain highest level of cleanliness standard of hygiene with regard to the persons under his employment and utensils for serving the food.
8. Furniture (Dining Tables & chairs) will be provided by the authority single time only. Maintenance of furniture will be done by the selected vendors. All utensils to be used in Kitchen & Canteen shall be provided by the vendor.
9. Only mustard oil/ soyabean oil/ rice bran oil/ sunflower oil is permitted for cooking.
10. The canteen managing committee will pay regular visit to the canteen to supervise and check the quality & quantity of the food items served in the canteen.
11. The personnel appointed by the vendor must have proper and clean uniform and I.D. cards for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe & clean methods of food handling.
12. The quality of the raw materials to be used for preparation of food in the staff canteen should be of highest standard and fresh.
13. The Fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor should have valid commercial connection in its name.
14. The vendor will be responsible for maintaining adequate number of persons engaged in cooking distribution of food and regular disposal of waste.
15. The vendor should keep the canteen complex clean. If at any point of time the Canteen & its premises are found to be unclean, the contractor shall be held responsible and action deemed fit shall be taken by the competent authority.
16. The vendor shall bear all the expenses for running the canteen and the authority shall not in any manner be liable for any damage caused on incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused its workmen during discharging their duty.
17. The vendor shall not be entitled to use the accommodation allotted by the authority for any other purpose or business other than canteen.
18. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
19. The persons with preparation and distribution of food will be required to undergo periodical medical check-ups to rule out the possibilities of communicable disease / infection diseases and anybody found suffering from such has to be kept out of engagement till he/she is fully recovered.
20. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time with the valid ID documents like Aadhar card/Voter card/PAN card.
21. There shall be no compromise on the quality of food supplied by the vendor and if any such incidence or Taste adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
22. The agency will be responsible for complying with payment of minimum wages (State Government) and Other Social Security benefits including prescribed number of leave/ holidays and prescribed hours

- of works Schedule as per Labour Laws in force from time to time to its employees deployed in the canteen all related to Social Security(P.F., etc in case the contractor engages manpower more than the specified number), wherever applicable, pollution control and such statutory orders from time to time as regards to treatment & disposal of garbage, and the contractor will be liable for any consequences resulting from violation of any such rule / provision.
23. The contractor will be responsible for such conduct of the persons engaged by him in the canteen, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act of commission & omission of such persons.
 24. Raw materials, cooking medium, fruits, biscuits, and other eatables should be as desired.
 25. The contract, awarded, will be initially for one year from the date of award of Contract subject to continuous satisfactory performance and a failure on this aspect, the authority deserves the right to terminate the contract. The period of one year can be extended for a further period of one year at the discretion of the Medical College authority, but not more than three years with the existing terms and conditions.
 26. This Institution Campus is a "NO SMOKING ZONE" hence sale and use of tobacco is prohibited.
 27. The canteen in the Medical College premises should abide by the rules and regulation of Fire Safety norms.
 28. Cooked Items, transport i.e., serving the cooked food must be hygienic Maintaining proper cleanliness of the Utensils should get top priority. At the time of serving the food, one should use hand gloves and apron.
 29. The selection of vendor will be taken upon as per EOI specifications.
 30. The qualified vendors should maintain cleanliness and beautification of the specified canteen observation area. The qualified vendor must be incorporated with CSR activity as authority will desire.
 31. No sound system will be allowed inside the canteen.
 32. Proper display of rate chart (food) should mandatorily be made at reception or cash counter area.
 33. The rate of meal of canteen (Doctors, Staff & Students) must be equal in all respect.
 34. The services of the canteen will be at the disposal of the staff of this Medical College including Doctors, Staff and MBBS Students bona fide visitors.
 35. Vendor is not allowed to qualify Technical Bid if he/she/agency is committed any defalcations on running Canteen within preceding one year from the publication of the said EOI.
 36. The vendor may consider implementing meal system on a fixed charge basis per month to be payable in advance and adjusted according to consumption after discussion with the Canteen/Mess Committee of Deben Mahata Government Medical College & Hospital.
 37. For any addition in the provided menu and its corresponding rate, prior approval is to be taken from the concerned authority on case to case basis.
 38. All staff working in the canteen should be appropriately vaccinated at defined frequencies as per prevalent guidelines.

Penalty clauses:

1. The selected vendor will be penalized for default in payment of rent & other charges at the rate of 10% (inclusive of user charges & electricity charges) for every week of default.
2. Maximum grace period of three months will be given for clearance of dues with penal charges as mentioned.
3. In case of failure to clear pending dues within three months, the contract will be terminated forthwith & the next eligible vendor will be offered the contract (H2).
4. If the H2 Vendor is not interested at that period of time, the process will continue till the list of eligible vendors is exhausted, thereafter fresh EOI will be invited.

ADDITIONAL TERMS AND CONDITIONS FOR CANTEEN SERVICE ON CONTRACT

Rules and regulations:

1. Monthly Payables: Rent (inclusive of user charges & electricity charges) for Government premises, to be paid monthly as per Government norms.
 2. Canteen owner should take care of day-to-day maintenances activity including cleaning of total canteen area wash basins and toilet.
 3. Hygiene to be maintained during Cooking and serving of food in the following ways-
 - a) Proper use of gown and gloves
 - b) Proper use of clean utensils
 - c) Cooked food should be kept in covered container
 4. Food items will not be same for lunch and dinner. Items for lunch and dinner should be freshly prepared and without repetition of items. No stored / previously cooked food should be supplied.
 5. Quality and Quantity of all food items as specified must be strictly followed.
- NB: For Cleanliness and hygiene essential required items would not be provided by authority.

Principal
Deben Mahata Government Medical College & Hospital
Purulia

21/11/24
Deben Mahata Govt. Medical College & Hospital
Hatuara, Purulia